



INVENTORY OF EXISTING SIGNS

Address _____ Date _____

Name of Business _____

☐ Check box if there are no existing signs at this address at time of sign permit application or if existing sign(s) will be removed to install new sign(s).

If box is not checked, provide the information requested in the following table. Do not include signs or square footage of the sign(s) shown on the sign permit application or sign(s) that will be removed to install new sign(s)

Type of Sign	Number	Total Square Ft.**	Height(s)
Pole			
Ground Sign			
Wall Sign			N/A
Awning			N/A
Canopy			
Marquee			
Roof			
Bill Board			
Projecting			N/A
Totals			N/A

**** Gross sign surface area** – The gross surface area of a sign shall be the sum of all surface areas of all the sign faces, except that for signs designed as double faced signs, with both faces parallel and the distance between the faces does not exceed two (2) feet, then only one face of the sign shall be considered in determining the gross surface area. When two (2) or more signs are located on a zoning lot, the gross surface area of all signs on the lot shall not exceed the maximum allowable for the district regulations. For computing the area of any wall sign which consists of letters, numbers and symbols mounted or painted on a wall, the area shall be deemed to be the area of the smallest rectangular figure which can encompass all of the letter, numbers or symbols.

For Office Use Only Below Line:

Date Received: _____ Sign Permit Number _____

Is business part of a shopping center or zoning lot with multiple businesses? Yes _____ No _____

Reviewed by _____